

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITIES

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

Money Follows The Person Program Coordinator

Role Title: Program Administration Specialist II

Position: #00254

Pay Band 5 Level III Hiring Range: \$40,959 - \$71,000

Closing Date: September 26, 2011

Challenging opportunity to join a fast-paced team responsible for managing the Money Follows the Person (MFP) program in the division of Long Term Care. The MFP program assists participants to move from certain institutional settings back into their homes and communities. This position leads and facilitates numerous stakeholder groups related to this innovative program, program development, operations, and develops federal and statewide reports. The ideal candidate must have demonstrated ability leading groups, working on multiple complex projects simultaneously; maintaining effective working relationships; and, communicating effectively both orally and in writing. Requires demonstrated and significant experience supervising professional staff. Requires ability to organize and prioritize work assignments, prepare comprehensive reports, lead workgroups and develop and conduct training. The successful candidate must have working knowledge of Medicaid and considerable knowledge of long term care programs and health care delivery systems, program planning and organizational management principles. Requires considerable knowledge of state and federal health care and social service regulation, policies, and procedures. Requires comprehensive knowledge of health and social service needs of adults, persons with disabilities, and all others with special health care needs. Must be proficient using personal computers including spreadsheet, project management, and presentation software applications. Prefer Master's degree in social work, human services, business, health or public administration.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA